

857 Shipment and Billing Notice

Functional Group ID=**BS**

Introduction:

This Draft Standard for Trial Use contains the format and establishes the data contents of the Shipment and Billing Notice Transaction Set (857) for use within the context of an Electronic Data Interchange (EDI) environment. This transaction set provides the recipient of a shipment with data for both receipt planning and payment generation. EDI and telecommunications technologies suggest efficiencies in the way business data is processed. For example, the sender of a shipment may send the recipient's receiving function a Ship Notice/Manifest (856), and the payables function an Invoice (810), even though the contents of these two documents may be largely redundant. In certain business environments, the Shipment and Billing Notice permits the consolidation of these two documents into one. Specifically, this transaction set is appropriate where the shipment data, when it includes terms and item prices, can be used both to plan receipts and to generate payment. In this environment, the exact prices for the items shipped may not be known in advance by both parties. This transaction set is not appropriate in so-called Evaluated Receipts Settlement (ERS) environments, in which the exact prices for the items shipped have been agreed upon by, and are known to, both parties in advance. This transaction set is not to be used to replace the Ship Notice/Manifest (856) or Invoice (810) individually, but only to replace both, together. For example, do not use this transaction set in place of a Ship Notice/Manifest while continuing to send either paper or electronic invoice.

Notes:

1. Use this transaction set to provide combined Shipment Notice and Commercial Invoice information to Federal Government activities responsible for receiving material and activities responsible for initiating payment. Transactions involving separate shipment or billing information should utilize the appropriate 856 (Ship Notice/Notice Manifest) and 810 (Commercial Invoice) transaction sets.

2. The hierarchical sequence of this transaction set is Shipment level information, Order level information, and Item level information.

Page No.	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
5	010	ST	Transaction Set Header	M	1		c1
6	020	BHT	Beginning of Hierarchical Transaction	M	1		n1
			LOOP ID - HL			>1	
8	030	HL	Hierarchical Level	M	1		n2
			LOOP ID - BS1			1	
10	040	G05	Total Shipment Information	O	1		n3
Not Used	050	TD1	Carrier Details (Quantity and Weight)	O	5		
Not Used	060	TD3	Carrier Details (Equipment)	O	5		
Not Used	070	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	5		
12	080	TD5	Carrier Details (Routing Sequence/Transit Time)	O	10		
14	090	FOB	F.O.B. Related Instructions	O	1		

857 - Shipment and Billing Notice

16	100	DTM	Date/Time Reference	O	5	
17	110	N9	Reference Identification	O	20	
19	120	PER	Administrative Communications Contact	O	5	
Not Used	130	CUR	Currency	O	1	
LOOP ID - N1					10	
21	140	N1	Name	O	1	
24	150	N2	Additional Name Information	O	2	
25	160	N3	Address Information	O	2	
26	170	N4	Geographic Location	O	1	
LOOP ID - LM					>1	
Not Used	175	LM	Code Source Information	O	1	
Not Used	176	LQ	Industry Code	M	>1	
LOOP ID - BS2					1	
27	180	TDS	Total Monetary Value Summary	O	1	n4
28	190	PRF	Purchase Order Reference	O	1	
30	200	N9	Reference Identification	O	>1	
Not Used	210	DTM	Date/Time Reference	O	10	
32	220	ITD	Terms of Sale/Deferred Terms of Sale	O	5	
Not Used	230	TXI	Tax Information	O	10	
Not Used	235	SN1	Item Detail (Shipment)	O	1	
Not Used	237	ISS	Invoice Shipment Summary	O	1	
LOOP ID - SAC					25	
35	240	SAC	Service, Promotion, Allowance, or Charge Information	O	1	
Not Used	250	TXI	Tax Information	O	10	
LOOP ID - N1					10	
Not Used	260	N1	Name	O	1	
Not Used	270	N2	Additional Name Information	O	2	
Not Used	280	N3	Address Information	O	2	
Not Used	290	N4	Geographic Location	O	1	
LOOP ID - FA1					>1	
Not Used	294	FA1	Type of Financial Accounting Data	O	1	
Not Used	295	FA2	Accounting Data	M	>1	
LOOP ID - BS3					1	
Not Used	300	PAL	Pallet Information	O	1	n5
Not Used	305	SN1	Item Detail (Shipment)	O	1	
Not Used	310	MAN	Marks and Numbers	O	10	
LOOP ID - BS4					1	
Not Used	320	LX	Assigned Number	O	1	n6
Not Used	325	N9	Reference Identification	O	15	
Not Used	328	SN1	Item Detail (Shipment)	O	1	
Not Used	330	PO4	Item Physical Details	O	1	
Not Used	340	MEA	Measurements	O	10	
Not Used	350	PKG	Marking, Packaging, Loading	O	10	
Not Used	360	MAN	Marks and Numbers	O	10	

			LOOP ID - BS5		1	
38	370	IT1	Baseline Item Data (Invoice)	O	1	n7
Not Used	380	IT3	Additional Item Data	O	1	
Not Used	390	PO4	Item Physical Details	O	1	
Not Used	395	TD4	Carrier Details (Special Handling, or Hazardous Materials, or Both)	O	>1	
Not Used	400	TC2	Commodity	O	5	
Not Used	410	TXI	Tax Information	O	10	
Not Used	420	CTP	Pricing Information	O	10	
Not Used	430	N9	Reference Identification	O	10	
Not Used	440	MEA	Measurements	O	10	
Not Used	445	DTM	Date/Time Reference	O	10	
Not Used	446	ITD	Terms of Sale/Deferred Terms of Sale	O	>1	
			LOOP ID - PID		25	
Not Used	450	PID	Product/Item Description	O	1	
Not Used	460	MEA	Measurements	O	10	
			LOOP ID - SLN		1000	
Not Used	470	SLN	Subline Item Detail	O	1	
Not Used	480	PID	Product/Item Description	O	25	
			LOOP ID - SAC		25	
Not Used	490	SAC	Service, Promotion, Allowance, or Charge Information	O	1	
Not Used	500	TXI	Tax Information	O	10	
			LOOP ID - LM		>1	
Not Used	505	LM	Code Source Information	O	1	
Not Used	506	LQ	Industry Code	M	>1	
			LOOP ID - FA1		>1	
Not Used	507	FA1	Type of Financial Accounting Data	O	1	
Not Used	508	FA2	Accounting Data	M	>1	
41	510	SE	Transaction Set Trailer	M	1	

Transaction Set Notes

1. BHT01, Hierarchical Structure Code, may only contain the code values 0001, 0002, and 0003.
 When BHT01, the Hierarchical Structure Code, contains a value of 0001, the levels of the transaction set are Shipment, Order, Tare (pallet), Pack (carton), Subpack, and Item. The levels, when used, must always appear (in the transmission) in the above order, e.g., the tare level cannot be subordinate to the item level; however, the pack level may be omitted.
 When BHT01, the Hierarchical Structure Code, contains a value of 0002, the levels of the transaction set are Shipment, Order, Item, Tare (pallet), Pack (carton), and Subpack. The levels, when used, must always appear (in the transmission) in the above order, e.g., the tare level cannot be subordinate to the pack level; however, the tare level may be omitted.
 When BHT01, Hierarchical Structure Code, contains a value of 0003, the levels of the transaction set are Shipment, Tare (pallet), Pack (carton), Subpack, Order and Item. The levels, when used, must always appear (in the transaction set) in the above order, e.g., the pack level can not be subordinate to the order level, however the pack level may be omitted.
 BHT03 and BHT04 are mandatory.

2. HL01 (Hierarchical ID Number) will be assigned sequentially within the hierarchy starting with one and incremented by one for each HL segment.
HL02 (Hierarchical Parent ID) will have the value of 0 when used at the Shipment Level.
HL03 (Hierarchical Level Code) may only contain the codes: S (Shipment Level), O (Order Level), T (Tare Level), P (Pack Level), Q (Subpack Level), and I (Item Level).
3. The BS1 loop may only be used at the Shipment Level.
The transaction set shall contain one and only one occurrence of the BS1 loop, Shipment level.
4. The BS2 loop may only be used at the Order Level.
The Transaction Set shall contain at least one occurrence of the BS2 loop, Order Level.
5. The BS3 loop may only be used at the Tare (pallet) Level.
6. The BS4 loop may only be used at the Pack (carton) and Subpack Levels. The Subpack Level may only be used in conjunction with the Pack Level.
LX01 (Assigned Number) will be sequentially assigned starting with one and incremented by one for each LX segment.
The LX segment is used to bound the segments for the Pack and Subpack Levels to allow all segments within the loop to be optional. It has no relevance to the application data being sent.
7. The BS5 loop may only be used at the Item Level.
There shall be at least one occurrence of the BS5 loop, Item Level within each Order Level.

Transaction Set Comments

1. The structure of this transaction set is one shipment of one or more orders.
This transaction set is used to convey information that is normally found on a shipping/receiving document and a invoice, in a paper environment. In most cases prices are excluded from the receiving documents. Care should be exercised to keep this information from the receiving area if it is the current practice to exclude such information. It may be prudent to consult an auditor or legal representative if there is any question.

Segment: **ST** Transaction Set Header
Position: 010
Loop:
Level:
Usage: Mandatory
Max Use: 1
Purpose: To indicate the start of a transaction set and to assign a control number
Syntax Notes:
Semantic Notes: 1 The transaction set identifier (ST01) is used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).
Comments:

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	ST01	143	Transaction Set Identifier Code Code uniquely identifying a Transaction Set 857 Shipment and Billing Notice	M ID 3/3
Must Use	ST02	329	Transaction Set Control Number Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set <i>The unique control number is assigned by the originator of the transaction set or by the originator's application program.</i>	M AN 4/9

Segment: **BHT** **Beginning of Hierarchical Transaction**
Position: 020
Loop:
Level:
Usage: Mandatory
Max Use: 1
Purpose: To define the business hierarchical structure of the transaction set and identify the business application purpose and reference data, i.e., number, date, and time

Syntax Notes:

- Semantic Notes:**
- 1 BHT03 is the number assigned by the originator to identify the transaction within the originator's business application system.
 - 2 BHT04 is the date the transaction was created within the business application system.
 - 3 BHT05 is the time the transaction was created within the business application system.

Comments:**Data Element Summary**

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	BHT01	1005	Hierarchical Structure Code Code indicating the hierarchical application structure of a transaction set that utilizes the HL segment to define the structure of the transaction set 0002 Shipment, Order, Item, Packaging	M ID 4/4
Must Use	BHT02	353	Transaction Set Purpose Code Code identifying purpose of transaction set 00 Original <i>Use to indicate the initial submission of an original Shipment and Billing Notice (SBN) or for a replacement SBN for one that was canceled and a new number assigned.</i> 01 Cancellation <i>Use to indicate the cancellation of a previously submitted Shipment and Billing Notice (SBN).</i> 05 Replace <i>Use to indicate a replacement Shipment and Billing Notice (SBN) using the same shipment number as a previously submitted SBN. When used, the replacement SBN will overwrite the original SBN in the receiving data base.</i> 07 Duplicate <i>Use to indicate a re-transmission of an original 857 transaction set.</i>	M ID 2/2
Must Use	BHT03	127	Reference Identification	O AN 1/30

Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

Unique reference number assigned by the originator to identify the transaction within the originator's business application system. For example, this data element would be used when the reference number in ST02 is assigned independent of the business application system.

BHT04 373 Date O DT 8/8

Date expressed as CCYYMMDD

Use to identify the date the transaction set was created. This date also serves as the invoice date.

BHT05 337 Time O TM 4/8

Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)

1. Express the originating activity's time in Universal Time Coordinate (UTC).

2. Express time in a four position Hour Hour Minute Minute (HHMM) format.

Must Use BHT06 640 Transaction Type Code O ID 2/2

Code specifying the type of transaction

AB	Advance Shipment and Billing Notice
PR	Product (or Service)

Use to indicate an original Shipment and Billing Notice (SBN) submitted for performance of a service line where physical delivery/receipt of material will not take place.

Segment: **HL** Hierarchical Level
Position: 030
Loop: HL Mandatory
Level:
Usage: Mandatory
Max Use: 1
Purpose: To identify dependencies among and the content of hierarchically related groups of data segments

Syntax Notes:**Semantic Notes:**

- Comments:**
- 1** The HL segment is used to identify levels of detail information using a hierarchical structure, such as relating line-item data to shipment data, and packaging data to line-item data.
The HL segment defines a top-down/left-right ordered structure.
 - 2** HL01 shall contain a unique alphanumeric number for each occurrence of the HL segment in the transaction set. For example, HL01 could be used to indicate the number of occurrences of the HL segment, in which case the value of HL01 would be "1" for the initial HL segment and would be incremented by one in each subsequent HL segment within the transaction.
 - 3** HL02 identifies the hierarchical ID number of the HL segment to which the current HL segment is subordinate.
 - 4** HL03 indicates the context of the series of segments following the current HL segment up to the next occurrence of an HL segment in the transaction. For example, HL03 is used to indicate that subsequent segments in the HL loop form a logical grouping of data referring to shipment, order, or item-level information.
 - 5** HL04 indicates whether or not there are subordinate (or child) HL segments related to the current HL segment.

Notes: *1. Iterations of the HL/030 loop provide data structured in a hierarchical logic consisting of Shipment, Order, and Item.*

2. Must use the first iteration of the HL/030 loop as the Shipment loop to provide shipment information common to the entire shipment. Use the Order loop to provide order information common to all items in an order. Use multiple iterations of the Item loop to identify information applicable to individual line items in the shipment and order.

3. Shipment container information pertains to individual line items and is contained within the applicable Item loop.

4. The Pack loop is not used.

5. When code PR (Services) is used in BHT06 indicating only service items are being identified in the transaction, use only the following segments in the Shipment loop: GO5 and the NI loop.

Data Element Summary

	Ref.	Data	Attributes
	<u>Des.</u>	<u>Element</u>	<u>Name</u>
Must Use	HL01	628	Hierarchical ID Number
			A unique number assigned by the sender to identify a particular data segment in a hierarchical structure
			<i>In the first HL/030 loop iteration, cite the number 1. In each subsequent loop iteration, increase incrementally by 1.</i>
	HL02	734	Hierarchical Parent ID Number
			Identification number of the next higher hierarchical data segment that the data segment being described is subordinate to
			<i>1. Do not use in the HL/030 Shipment loop. Use in the HL/030 Order loop to identify the Shipment loop associated with the order. Use in each HL/030 Item loop iteration to identify the Order loop associated with each line item.</i>
			<i>2. Cite the sequential serial number assigned in HL01 of the Shipment loop to identify the order associated with the shipment. Cite the sequential serial number assigned in HL01 of the HL/030 Order loop to identify the line item associated with the Order loop. Citing the applicable information in this fashion provides a cross-reference for all Shipment, Order, and Item information contained in the Shipment and Billing Notice.</i>
Must Use	HL03	735	Hierarchical Level Code
			Code defining the characteristic of a level in a hierarchical structure
		I	Item
			<i>Use to identify the individual Item loop(s).</i>
		O	Order
			<i>Use to identify the individual Order loop(s).</i>
		S	Shipment
			<i>Use to identify the transaction set Shipment loop.</i>
	HL04	736	Hierarchical Child Code
			Code indicating if there are hierarchical child data segments subordinate to the level being described
			<i>1. Use in the Shipment loop to indicate the presence of one or more subordinate Order loops.</i>
			<i>2. Use in the Order loop to indicate the presence of one or more subordinate Item loops</i>
		0	No Subordinate HL Segment in This Hierarchical Structure.
		1	Additional Subordinate HL Data Segment in This Hierarchical Structure.

Segment: **G05** **Total Shipment Information**
Position: 040
Loop: BS1 Optional
Level:
Usage: Optional
Max Use: 1
Purpose: To provide totals relating to the shipment
Syntax Notes:

- 1 If either G0501 or G0502 is present, then the other is required.
- 2 At least one of G0501 G0503 or G0505 is required.
- 3 If either G0503 or G0504 is present, then the other is required.
- 4 If either G0505 or G0506 is present, then the other is required.
- 5 If either G0507 or G0508 is present, then the other is required.

Semantic Notes:**Comments:****Notes:**

1. *Must use G0501/G0502 to report total quantities involved in the shipment to comply with X12 syntax requirements.*
2. *For transactions involving material only, use G0501/G0502 to indicate the total number of units shipped.*
3. *For transactions involving services only, use the quantity of 1 (one) in G0501 and the unit of measurement LO (Lot) in G0502.*
4. *For transactions involving both material and services, only report the material shipment quantity.*

Data Element Summary

	Ref.	Data	Attributes
	Des.	Element Name	
Must Use	G0501	382 Number of Units Shipped	X R 1/10
		Numeric value of units shipped in manufacturer's shipping units for a line item or transaction set	
		1. <i>For transactions involving material only, indicate the total number of units shipped.</i>	
		2. <i>For transactions involving services only, use the quantity of 1 (one).</i>	
		3. <i>For transactions involving both material and services, indicate the total number of units (material only) shipped.</i>	
Must Use	G0502	355 Unit or Basis for Measurement Code	X ID 2/2
		Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	
		<i>Use any code, the following is a preferred list:</i>	
		<i>EA Each</i>	
		<i>Use with G0501 when identifying material shipment quantities.</i>	

LO Lot***Use with G0501 when the transaction involves services only.***

Refer to 004010 Data Element Dictionary for acceptable code values.

Not Used	G0503	81	Weight	X R 1/10
			Numeric value of weight	
Not Used	G0504	355	Unit or Basis for Measurement Code	X ID 2/2
			Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	
Not Used	G0505	183	Volume	X R 1/8
			Value of volumetric measure	
Not Used	G0506	355	Unit or Basis for Measurement Code	X ID 2/2
			Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	
Not Used	G0507	80	Lading Quantity	X N0 1/7
			Number of units (pieces) of the lading commodity	
Not Used	G0508	355	Unit or Basis for Measurement Code	X ID 2/2
			Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	

Segment:	TD5	Carrier Details (Routing Sequence/Transit Time)
Position:	080	
Loop:	BS1	Optional
Level:		
Usage:	Optional	
Max Use:	10	
Purpose:	To specify the carrier and sequence of routing and provide transit time information	
Syntax Notes:	<ol style="list-style-type: none"> 1 At least one of TD502 TD504 TD505 TD506 or TD512 is required. 2 If TD502 is present, then TD503 is required. 3 If TD507 is present, then TD508 is required. 4 If TD510 is present, then TD511 is required. 5 If TD513 is present, then TD512 is required. 6 If TD514 is present, then TD513 is required. 7 If TD515 is present, then TD512 is required. 	
Semantic Notes:	1 TD515 is the country where the service is to be performed.	
Comments:	<ol style="list-style-type: none"> 1 When specifying a routing sequence to be used for the shipment movement in lieu of specifying each carrier within the movement, use TD502 to identify the party responsible for defining the routing sequence, and use TD503 to identify the actual routing sequence, specified by the party identified in TD502. 	

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
Not Used	TD501	133	Routing Sequence Code Code describing the relationship of a carrier to a specific shipment movement	O ID 1/2
Not Used	TD502	66	Identification Code Qualifier Code designating the system/method of code structure used for Identification Code (67)	X ID 1/2
Not Used	TD503	67	Identification Code Code identifying a party or other code	X AN 2/80
Must Use	TD504	91	Transportation Method/Type Code Code specifying the method or type of transportation for the shipment <i>Use to identify the mode of shipment.</i> Refer to 004010 Data Element Dictionary for acceptable code values.	X ID 1/2
Not Used	TD505	387	Routing Free-form description of the routing or requested routing for shipment, or the originating carrier's identity	X AN 1/35
Not Used	TD506	368	Shipment/Order Status Code Code indicating the status of an order or shipment or the disposition of any difference between the quantity ordered and the quantity shipped for a line item or transaction	X ID 2/2
Not Used	TD507	309	Location Qualifier	O ID 1/2

			Code identifying type of location	
Not Used	TD508	310	Location Identifier	X AN 1/30
			Code which identifies a specific location	
Not Used	TD509	731	Transit Direction Code	O ID 2/2
			The point of origin and point of direction	
Not Used	TD510	732	Transit Time Direction Qualifier	O ID 2/2
			Code specifying the value of time used to measure the transit time	
Not Used	TD511	733	Transit Time	X R 1/4
			The numeric amount of transit time	
Not Used	TD512	284	Service Level Code	X ID 2/2
			Code indicating the level of transportation service or the billing service offered by the transportation carrier	
Not Used	TD513	284	Service Level Code	X ID 2/2
			Code indicating the level of transportation service or the billing service offered by the transportation carrier	
Not Used	TD514	284	Service Level Code	O ID 2/2
			Code indicating the level of transportation service or the billing service offered by the transportation carrier	
Not Used	TD515	26	Country Code	O ID 2/3
			Code identifying the country	

Segment: FOB F.O.B. Related Instructions**Position:** 090**Loop:** BS1 Optional**Level:****Usage:** Optional**Max Use:** 1**Purpose:** To specify transportation instructions relating to shipment**Syntax Notes:** 1 If FOB03 is present, then FOB02 is required.

2 If FOB04 is present, then FOB05 is required.

3 If FOB07 is present, then FOB06 is required.

4 If FOB08 is present, then FOB09 is required.

Semantic Notes: 1 FOB01 indicates which party will pay the carrier.

2 FOB02 is the code specifying transportation responsibility location.

3 FOB06 is the code specifying the title passage location.

4 FOB08 is the code specifying the point at which the risk of loss transfers. This may be different than the location specified in FOB02/FOB03 and FOB06/FOB07.

Comments:**Notes:** *This segment is only used when physical shipment of material is involved.***Data Element Summary**

	<u>Ref.</u>	<u>Data</u>		<u>Attributes</u>
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	
Must Use	FOB01	146	Shipment Method of Payment	M ID 2/2

Code identifying payment terms for transportation charges

BP Paid by Buyer

The buyer agrees to the transportation payment term requiring the buyer to pay transportation charges to a specified location (origin or destination location)

Use to indicate a Government Bill of Lading (GBL) was issued.

PE Prepaid and Summary Bill

Use when transportation charges are to be prepaid by the seller, are not included in the unit price, and are to be invoiced periodically.

PP Prepaid (by Seller)

Use to indicate that transportation charges are not included in the unit price but are prepaid and are added as a separate item on this invoice.

PS Paid by Seller

The seller agrees to the transportation payment term requiring the seller to pay transportation charges to a specified location (origin or destination location)

Use to indicate transportation charges are included in the unit price.

	FOB02	309	Location Qualifier	X ID 1/2
			Code identifying type of location	
			<i>Use to indicate the transportation responsibility location.</i>	
			DE Destination (Shipping)	
			IT Intermediate FOB Point	
			A location indicating the point of destination is not the origin or final destination but rather at some other point	
			<i>Provide the address in the N1/140 loop, citing code KX in N101.</i>	
			OR Origin (Shipping Point)	
Not Used	FOB03	352	Description	O AN 1/80
			A free-form description to clarify the related data elements and their content	
Not Used	FOB04	334	Transportation Terms Qualifier Code	O ID 2/2
			Code identifying the source of the transportation terms	
Not Used	FOB05	335	Transportation Terms Code	X ID 3/3
			Code identifying the trade terms which apply to the shipment transportation responsibility	
	FOB06	309	Location Qualifier	X ID 1/2
			Code identifying type of location	
			IT Intermediate FOB Point	
			A location indicating the point of destination is not the origin or final destination but rather at some other point	
			<i>Provide the acceptance point address in the N1/140 loop, citing KZ in N101.</i>	
Not Used	FOB07	352	Description	O AN 1/80
			A free-form description to clarify the related data elements and their content	
Not Used	FOB08	54	Risk of Loss Code	O ID 2/2
			Code specifying where responsibility for risk of loss passes	
Not Used	FOB09	352	Description	X AN 1/80
			A free-form description to clarify the related data elements and their content	

Segment: DTM Date/Time Reference**Position:** 100**Loop:** BS1 Optional**Level:****Usage:** Optional**Max Use:** 5**Purpose:** To specify pertinent dates and times

- Syntax Notes:**
- 1 At least one of DTM02 DTM03 or DTM05 is required.
 - 2 If DTM04 is present, then DTM03 is required.
 - 3 If either DTM05 or DTM06 is present, then the other is required.

Semantic Notes:**Comments:****Notes:** *Use this DTM/100 segment for dates that apply to shipment level information.***Data Element Summary**

	Ref.	Data	Name	Attributes
	<u>Des.</u>	<u>Element</u>		
Must Use	DTM01	374	Date/Time Qualifier	M ID 3/3
			Code specifying type of date or time, or both date and time	
			011 Shipped	
			<i>Use to indicate that a supply has shipped, (i.e., the date a shipment was released to a carrier).</i>	
			214 Date of Repair/Service	
			<i>Use to indicate a general date that a service was provided.</i>	
Must Use	DTM02	373	Date	X DT 8/8
			Date expressed as CCYYMMDD	
Not Used	DTM03	337	Time	X TM 4/8
			Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	
Not Used	DTM04	623	Time Code	O ID 2/2
			Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	
Not Used	DTM05	1250	Date Time Period Format Qualifier	X ID 2/3
			Code indicating the date format, time format, or date and time format	
Not Used	DTM06	1251	Date Time Period	X AN 1/35
			Expression of a date, a time, or range of dates, times or dates and times	

Segment: **N9** **Reference Identification**
Position: 110
Loop: BS1 Optional
Level:
Usage: Optional
Max Use: 20
Purpose: To transmit identifying information as specified by the Reference Identification Qualifier

Syntax Notes:

- 1 At least one of N902 or N903 is required.
- 2 If N906 is present, then N905 is required.
- 3 If either C04003 or C04004 is present, then the other is required.
- 4 If either C04005 or C04006 is present, then the other is required.

Semantic Notes:

- 1 N906 reflects the time zone which the time reflects.
- 2 N907 contains data relating to the value cited in N902.

Comments:

Notes: *Use multiple repetitions of this N9/110 segment to identify data that apply to the entire shipment. Use the N9/200 segment to identify data that apply to the Order level.*

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	N901	128	Reference Identification Qualifier	M ID 2/3
			Code qualifying the Reference Identification	
			SI Shipper's Identifying Number for Shipment (SID)	
			A unique number (to the shipper) assigned by the shipper to identify the shipment	
			<i>Use to indicate a shipment number assigned by the shipper.</i>	
Must Use	N902	127	Reference Identification	X AN 1/30
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	
Not Used	N903	369	Free-form Description	X AN 1/45
			Free-form descriptive text	
Not Used	N904	373	Date	O DT 8/8
			Date expressed as CCYYMMDD	
Not Used	N905	337	Time	X TM 4/8
			Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	
Not Used	N906	623	Time Code	O ID 2/2
			Code identifying the time. In accordance with International Standards	

Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow

Not Used	N907	C040	Reference Identifier	O
			To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier	
Not Used	C04001	128	Reference Identification Qualifier	M ID 2/3
			Code qualifying the Reference Identification	
Not Used	C04002	127	Reference Identification	M AN 1/30
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	
Not Used	C04003	128	Reference Identification Qualifier	X ID 2/3
			Code qualifying the Reference Identification	
Not Used	C04004	127	Reference Identification	X AN 1/30
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	
Not Used	C04005	128	Reference Identification Qualifier	X ID 2/3
			Code qualifying the Reference Identification	
Not Used	C04006	127	Reference Identification	X AN 1/30
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	

Segment: **PER** Administrative Communications Contact

Position: 120

Loop: BS1 Optional

Level:

Usage: Optional

Max Use: 5

Purpose: To identify a person or office to whom administrative communications should be directed

Syntax Notes:

- 1 If either PER03 or PER04 is present, then the other is required.
- 2 If either PER05 or PER06 is present, then the other is required.
- 3 If either PER07 or PER08 is present, then the other is required.

Semantic Notes:**Comments:**

Notes: *Use to indicate the name of a general point of contact.*

Data Element Summary

Ref.	Data	Name	Attributes
<u>Des.</u>	<u>Element</u>		
Must Use	PER01	366 Contact Function Code	M ID 2/2
		Code identifying the major duty or responsibility of the person or group named	
		<i>Use to indicate an individual contractor's organization to be contacted with questions arising from the submission of this transaction set.</i>	
		IC Information Contact	
		<i>Use to indicate an individual in the contractor's organization to be contacted with questions arising from the submission this transaction.</i>	
	PER02	93 Name	O AN 1/60
		Free-form name	
		<i>Cite the last name first, followed by first name. If the whole name is longer than 35 characters, truncate or use initials for the first name.</i>	
	PER03	365 Communication Number Qualifier	X ID 2/2
		Code identifying the type of communication number	
		<i>Use to identify a communication number for the party cited in PER02. Use Per03/04 to identify the communication number.</i>	
		TE Telephone	
		<i>Use to indicate a commercial telephone number. Include the area code.</i>	
	PER04	364 Communication Number	X AN 1/80
		Complete communications number including country or area code when applicable	
	PER05	365 Communication Number Qualifier	X ID 2/2
		Code identifying the type of communication number	

		EX	Telephone Extension	
		<i>Use only if PER03 is used citing code TE.</i>		
	PER06	364	Communication Number	X AN 1/80
		Complete communications number including country or area code when applicable		
Not Used	PER07	365	Communication Number Qualifier	X ID 2/2
		Code identifying the type of communication number		
Not Used	PER08	364	Communication Number	X AN 1/80
		Complete communications number including country or area code when applicable		
Not Used	PER09	443	Contact Inquiry Reference	O AN 1/20
		Additional reference number or description to clarify a contact number		

Segment:	N1 Name
Position:	140
Loop:	N1 Optional
Level:	
Usage:	Optional
Max Use:	1
Purpose:	To identify a party by type of organization, name, and code
Syntax Notes:	<ol style="list-style-type: none"> 1 At least one of N102 or N103 is required. 2 If either N103 or N104 is present, then the other is required.
Semantic Notes:	
Comments:	<ol style="list-style-type: none"> 1 This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party. 2 N105 and N106 further define the type of entity in N101.
Notes:	<ol style="list-style-type: none"> 1. <i>Whenever possible, address information should be transmitted using code values contained in a combination of the N101 and N103/4 data elements. Use N102 and N2-N4 segments only when it is necessary to transmit the full address. For example, if a contractor can be identified by a Dun & Bradstreet (DUNS) number, it is not necessary to transmit the contractor's full address since the relationship between the DUNS number and the contractor's address can be established by accessing a data base in which the information is stored, having been put there at the time the contractor electronically registered as a Federal Government trading partner.</i> 2. <i>Use this N1/140 Name loop to identify organizations applicable to the shipment information.</i> 3. <i>Use this N1/140 loop to identify: a) contractor, or other party originating the transaction set; b) the Ship-To, or ultimate recipient; and c) other party receiving the transaction set.</i>

Data Element Summary

Ref.	Data	Attributes
Des.	Element Name	
Must Use	N101 98 Entity Identifier Code	M ID 2/3
	Code identifying an organizational entity, a physical location, property or an individual	
	KX Free on Board Point	
	<i>Use to indicate the FOB point when it has to be described by a specific address rather than as a code value indicating either origin or destination. Use when 1/FOB02/090 is code IT - Intermediate.</i>	
	KZ Acceptance Location	
	<i>Use to indicate the acceptance location when it has to be described by a specific address rather than as a code value indicating either origin or destination.</i>	

			<i>Use when 1/FOB02/090 is code IT - Intermediate.</i>
	SE	Selling Party	<i>Use to indicate the Prime Contractor or vendor.</i>
	ST	Ship To	<i>Use to indicate the address to which an item must be shipped. If the ship-to address is an FPO or APO, cite the FPO or APO zip code in N403, cite code AR in N405, and cite the two letter identifier (AA for Miami, AE for New York, and AP for San Francisco) in N406.</i>
	SV	Service Performance Site	When services are contracted for, this describes the organization for whom or location address at which those services will be performed
	Z7	Mark-for Party	The party for whom the needed material is intended <i>Use, as needed, to identify an entity located within the Ship-to address that is to actually receive the shipment.</i>
N102	93	Name	X AN 1/60
		Free-form name	<i>Use as necessary, to indicate the name of the activity cited in N101. When that party can be identified by a code value in N104, it is not necessary to provide the name. If additional characters are required to cite the full name, truncate at a logical point and use the N2 segment for the additional name information. If the ship-to address is an APO or FPO, cite APO or FPO as appropriate.</i>
N103	66	Identification Code Qualifier	X ID 1/2
		Code designating the system/method of code structure used for Identification Code (67)	
	1	D-U-N-S Number, Dun & Bradstreet	<i>Use in all transmissions to identify the DUNS number of the seller (code SE). Use in other iterations of the N1 loop with the appropriate N101 codes to identify Government activities or other contractor locations.</i>
	9	D-U-N-S+4, D-U-N-S Number with Four Character Suffix	<i>Use to indicate the transacting parties where D-U-N-S+4 is appropriate.</i>
	10	Department of Defense Activity Address Code (DODAAC)	<i>Use to indicate either a Department of Defense Activity Address Code or a Civilian Agency Activity</i>

<i>Address Code.</i>			
	N104	67	Identification Code X AN 2/80 Code identifying a party or other code <i>Use to cite the actual Dun and Bradstreet, Dun and Bradstreet+4 or Department of Defense Activity Address Code.</i>
Not Used	N105	706	Entity Relationship Code O ID 2/2 Code describing entity relationship
Not Used	N106	98	Entity Identifier Code O ID 2/3 Code identifying an organizational entity, a physical location, property or an individual

Segment:	N2	Additional Name Information
Position:	150	
Loop:	N1	Optional
Level:		
Usage:	Optional	
Max Use:	2	
Purpose:	To specify additional names or those longer than 35 characters in length	
Syntax Notes:		
Semantic Notes:		
Comments:		
Notes:	<i>Use, as applicable, to indicate additional name information for the party cited in N101, when the size of the name is greater than the space allocated in N102.</i>	

Data Element Summary

	Ref.	Data	Name	Attributes
	<u>Des.</u>	<u>Element</u>		
Must Use	N201	93	Name	M AN 1/60
			Free-form name	
	N202	93	Name	O AN 1/60
			Free-form name	

Segment: **N3** Address Information
Position: 160
Loop: N1 Optional
Level:
Usage: Optional
Max Use: 2
Purpose: To specify the location of the named party
Syntax Notes:
Semantic Notes:
Comments:

- Notes:**
- 1. Use to indicate the number of the building, the name of the street, suite numbers, if applicable, and any other address information. Use N302 if additional space is required.*
 - 2. This segment is not necessary when the cited party can be identified by a code value in N101/03/04.*

Data Element Summary

	Ref.	Data		Attributes
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	
Must Use	N301	166	Address Information	M AN 1/55
			Address information	
	N302	166	Address Information	O AN 1/55
			Address information	

Segment:	N4 Geographic Location
Position:	170
Loop:	N1 Optional
Level:	
Usage:	Optional
Max Use:	1
Purpose:	To specify the geographic place of the named party
Syntax Notes:	1 If N406 is present, then N405 is required.
Semantic Notes:	
Comments:	1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location. 2 N402 is required only if city name (N401) is in the U.S. or Canada.
Notes:	1. <i>This segment is not necessary when the cited party can be identified by a code value in N101/03/04.</i>

Data Element Summary

Ref.	Data	Name	Attributes
Des.	Element		
N401	19	City Name	O AN 2/30
		Free-form text for city name	
N402	156	State or Province Code	O ID 2/2
		Code (Standard State/Province) as defined by appropriate government agency	
N403	116	Postal Code	O ID 3/15
		Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	
		<i>Do not use a dash in the zip code.</i>	
N404	26	Country Code	O ID 2/3
		Code identifying the country	
		<i>Use only when other than the United States.</i>	
N405	309	Location Qualifier	X ID 1/2
		Code identifying type of location	
		AR Armed Services Location Designation	
		<i>Use to indicate an Army Post Office (APO) or a Fleet Post Office (FPO)</i>	
N406	310	Location Identifier	O AN 1/30
		Code which identifies a specific location	
		<i>When N405 is code AR, cite the Two letter APO or FPO identifier (AA for Miami, AE for New York, or AP for San Francisco).</i>	

Segment:	TDS Total Monetary Value Summary
Position:	180
Loop:	BS2 Optional
Level:	
Usage:	Optional
Max Use:	1
Purpose:	To specify the total invoice discounts and amounts
Syntax Notes:	
Semantic Notes:	<ol style="list-style-type: none"> 1 TDS01 is the total amount of invoice (including charges, less allowances) before terms discount (if discount is applicable). 2 TDS02 indicates the amount upon which the terms discount amount is calculated. 3 TDS03 is the amount of invoice due if paid by terms discount due date (total invoice or installment amount less cash discount). 4 TDS04 indicates the total amount of terms discount.
Comments:	1 TDS02 is required if the dollar value subject to discount is not equal to the dollar value of TDS01.
Notes:	<p><i>1. Use this Order level loop to identify total invoice monetary amounts applicable to all items in the order.</i></p> <p><i>2. There is no need to transmit either the currency symbol (e.g., the dollar sign \$), commas separating thousands, or the decimal point, because the amount data elements are N2 types which means that there are two decimal places implied in every transmitted number. When using, be sure to follow all whole numbers with two zeros to account for the implied two decimal places.</i></p>

Data Element Summary

	Ref.	Data	Attributes
	Des.	Element Name	
Must Use	TDS01	610 Amount	M N2 1/15
		Monetary amount	
		<i>Use to indicate the total amount of the invoice.</i>	
Not Used	TDS02	610 Amount	O N2 1/15
		Monetary amount	
Not Used	TDS03	610 Amount	O N2 1/15
		Monetary amount	
Not Used	TDS04	610 Amount	O N2 1/15
		Monetary amount	

Segment:	PRF Purchase Order Reference
Position:	190
Loop:	BS2 Optional
Level:	
Usage:	Optional
Max Use:	1
Purpose:	To provide reference to a specific purchase order
Syntax Notes:	
Semantic Notes:	1 PRF04 is the date assigned by the purchaser to purchase order.
Comments:	
Notes:	<p><i>1. Use to identify the Procurement Instrument Identification Number (PIIN) and, if applicable the Supplemental Procurement Instrument Identification Number (SPIIN).</i></p> <p><i>2. Use to identify additional contract information including a contract or order modification.</i></p>

Data Element Summary				
	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	PRF01	324	Purchase Order Number	M AN 1/22
			Identifying number for Purchase Order assigned by the orderer/purchaser	
			<i>Enter the purchase order number, contract number (including Federal Supply Schedules, General Services Administration Schedules and all other basic contracts). This is always the Procurement Instrument Identification Number (PIIN) for the Department of Defense or the equivalent expression for Civilian Agencies. This is never the number of a delivery order, call or release against a basic award instrument, that number is carried in PRF02. This number shall be transmitted without dashes.</i>	
	PRF02	328	Release Number	O AN 1/30
			Number identifying a release against a Purchase Order previously placed by the parties involved in the transaction	
			<i>Enter the number of a release, call or delivery order against a basic award instrument. This is always the Supplemental Procurement Instrument Identification Number (SPIIN). This number shall be transmitted without dashes.</i>	
	PRF03	327	Change Order Sequence Number	O AN 1/8
			Number assigned by the orderer identifying a specific change or revision to a previously transmitted transaction set	
	PRF04	373	Date	O DT 8/8
			Date expressed as CCYYMMDD	
			<i>1. When PRF02 is used, cite the date of the delivery order, call or release.</i>	

2. When PRF02 is not used, cite the date of the award instrument identified in PRF01.

Not Used	PRF05	350	Assigned Identification Alphanumeric characters assigned for differentiation within a transaction set	O AN 1/20
Not Used	PRF06	367	Contract Number Contract number	O AN 1/30
Not Used	PRF07	92	Purchase Order Type Code Code specifying the type of Purchase Order	O ID 2/2

Segment:	N9	Reference Identification
Position:	200	
Loop:	BS2	Optional
Level:		
Usage:	Optional	
Max Use:	>1	
Purpose:	To transmit identifying information as specified by the Reference Identification Qualifier	
Syntax Notes:	<ol style="list-style-type: none"> 1 At least one of N902 or N903 is required. 2 If N906 is present, then N905 is required. 3 If either C04003 or C04004 is present, then the other is required. 4 If either C04005 or C04006 is present, then the other is required. 	
Semantic Notes:	<ol style="list-style-type: none"> 1 N906 reflects the time zone which the time reflects. 2 N907 contains data relating to the value cited in N902. 	
Comments:		
Notes:	<p><i>1. Use this N9/200 segment to identify numbers that apply to a particular order/invoice and all of the line items. Use the N9/110 segment for numbers that apply to shipment information.</i></p> <p><i>2. Use to identify transaction numbers (i.e., the requisition number), an applicable number suffix, and/or other controlling numbers.</i></p>	

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	N901	128	Reference Identification Qualifier	M ID 2/3
			Code qualifying the Reference Identification	
			IK	Invoice Number
				Manufacturer's invoice number for vehicle/component
				<i>Use to indicate the Invoice number. The invoice number may not be duplicated by an issuer in an original transaction (BHT02, code 00) within a 12 month period. The same number can be used if issuing a duplicate or replacement Advance Shipment and Billing Notice (BHT02 is code 05 or 07).</i>
			IL	Internal Order Number
				<i>Use to indicate the purchase requisition number associated with the entire order.</i>
			IZ	Insured Parcel Post Number
				Number assigned to control an insured parcel post shipment from shipper to consignee
			K2	Certified Mail Number
				Number assigned by U.S. Postal Service (USPS) to

			monitor the movement of certified mail from point of acceptance by USPS to point of delivery	
		K3	Registered Mail Number	
			Number assigned by U.S. Postal Service (USPS) to monitor the movement of mail from point of acceptance by USPS to point of delivery	
Must Use	N902	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X AN 1/30
Not Used	N903	369	Free-form Description Free-form descriptive text	X AN 1/45
Not Used	N904	373	Date Date expressed as CCYYMMDD	O DT 8/8
Not Used	N905	337	Time Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	X TM 4/8
Not Used	N906	623	Time Code Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	O ID 2/2
Not Used	N907	C040	Reference Identifier To identify one or more reference numbers or identification numbers as specified by the Reference Qualifier	O
Not Used	C04001	128	Reference Identification Qualifier Code qualifying the Reference Identification	M ID 2/3
Not Used	C04002	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	M AN 1/30
Not Used	C04003	128	Reference Identification Qualifier Code qualifying the Reference Identification	X ID 2/3
Not Used	C04004	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X AN 1/30
Not Used	C04005	128	Reference Identification Qualifier Code qualifying the Reference Identification	X ID 2/3
Not Used	C04006	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X AN 1/30

Segment:	ITD Terms of Sale/Deferred Terms of Sale
Position:	220
Loop:	BS2 Optional
Level:	
Usage:	Optional
Max Use:	5
Purpose:	To specify terms of sale
Syntax Notes:	<ol style="list-style-type: none"> 1 If ITD03 is present, then at least one of ITD04 ITD05 or ITD13 is required. 2 If ITD08 is present, then at least one of ITD04 ITD05 or ITD13 is required. 3 If ITD09 is present, then at least one of ITD10 or ITD11 is required.
Semantic Notes:	<ol style="list-style-type: none"> 1 ITD15 is the percentage applied to a base amount used to determine a late payment charge.
Comments:	<ol style="list-style-type: none"> 1 If the code in ITD01 is "04", then ITD07 or ITD09 is required and either ITD10 or ITD11 is required; if the code in ITD01 is "05", then ITD06 or ITD07 is required.
Notes:	<ol style="list-style-type: none"> 1. Use to identify discount terms applicable to the order. 2. Discount terms must be the same as identified in the applicable award instrument unless the contractor is offering better discount terms. 3. Use only when a discount or Fast Pay is applicable.

Data Element Summary

Ref.	Data		Attributes
<u>Des.</u>	<u>Element</u>	<u>Name</u>	
ITD01	336	Terms Type Code	O ID 2/2
		Code identifying type of payment terms	
		03 Fixed Date	
		08 Basic Discount Offered	
		16 Prompt Payment Act	
		21 Fast Pay	
		Code indicating that an invoice is subject to accelerated payment	
		<i>Use to indicate FAST PAY procedures are applicable only when that procedure has been authorized in the contract or order for which this invoice is being submitted.</i>	
		22 Cash Discount Terms Apply	
		Contract terms specify that a cash discount is applicable	
		PP Prepayment	
ITD02	333	Terms Basis Date Code	O ID 1/2
		Code identifying the beginning of the terms period	
		<i>1. Use this data element only if better terms are being offered than are</i>	

contained in the applicable award instrument.

2. Use any code.

Refer to 004010 Data Element Dictionary for acceptable code values.

	ITD03	338	Terms Discount Percent	O R 1/6
			Terms discount percentage, expressed as a percent, available to the purchaser if an invoice is paid on or before the Terms Discount Due Date	
			<i>The amount shown is a percent, e.g., two and a half percent should be shown as 2.5 (two point five). Do not write the percent as .025</i>	
	ITD04	370	Terms Discount Due Date	X DT 8/8
			Date payment is due if discount is to be earned expressed in format CCYYMMDD	
			<i>Use to indicate the date for the discount when ITD01 is code 03.</i>	
	ITD05	351	Terms Discount Days Due	X N0 1/3
			Number of days in the terms discount period by which payment is due if terms discount is earned	
			<i>Use to indicate the number of days applicable to the term discount. Example, 2/10 indicates a 2% discount is given if the invoice is paid within 10 days.</i>	
Not Used	ITD06	446	Terms Net Due Date	O DT 8/8
			Date when total invoice amount becomes due expressed in format CCYYMMDD	
	ITD07	386	Terms Net Days	O N0 1/3
			Number of days until total invoice amount is due (discount not applicable)	
			<i>Use this data element to indicate net payment period, Example: Net 30 indicates the invoice amount is due within 30 days. Use this data element only if better discount terms are being offered than are contained in the applicable award instrument.</i>	
	ITD08	362	Terms Discount Amount	O N2 1/10
			Total amount of terms discount	
			<i>1. Use this data element to indicate an amount of the terms discount. Use this data element only if better discount terms are being offered than are contained in the applicable award instrument.</i>	
			<i>2. Use, if needed, to prevent differences that can result from rounding off methods.</i>	
Not Used	ITD09	388	Terms Deferred Due Date	O DT 8/8
			Date deferred payment or percent of invoice payable is due expressed in format CCYYMMDD	
Not Used	ITD10	389	Deferred Amount Due	X N2 1/10
			Deferred amount due for payment	
Not Used	ITD11	342	Percent of Invoice Payable	X R 1/5
			Amount of invoice payable expressed in percent	

Not Used	ITD12	352	Description A free-form description to clarify the related data elements and their content	O AN 1/80
Not Used	ITD13	765	Day of Month The numeric value of the day of the month between 1 and the maximum day of the month being referenced	X N0 1/2
Not Used	ITD14	107	Payment Method Code Code identifying type of payment procedures	O ID 1/2
Not Used	ITD15	954	Percent Percentage expressed as a decimal	O R 1/10

Segment:	SAC Service, Promotion, Allowance, or Charge Information
Position:	240
Loop:	SAC Optional
Level:	
Usage:	Optional
Max Use:	1
Purpose:	To request or identify a service, promotion, allowance, or charge; to specify the amount or percentage for the service, promotion, allowance, or charge
Syntax Notes:	<ol style="list-style-type: none"> 1 At least one of SAC02 or SAC03 is required. 2 If either SAC03 or SAC04 is present, then the other is required. 3 If either SAC06 or SAC07 is present, then the other is required. 4 If either SAC09 or SAC10 is present, then the other is required. 5 If SAC11 is present, then SAC10 is required. 6 If SAC13 is present, then at least one of SAC02 or SAC04 is required. 7 If SAC14 is present, then SAC13 is required. 8 If SAC16 is present, then SAC15 is required.
Semantic Notes:	<ol style="list-style-type: none"> 1 If SAC01 is "A" or "C", then at least one of SAC05, SAC07, or SAC08 is required. 2 SAC05 is the total amount for the service, promotion, allowance, or charge. If SAC05 is present with SAC07 or SAC08, then SAC05 takes precedence. 3 SAC08 is the allowance or charge rate per unit. 4 SAC10 and SAC11 is the quantity basis when the allowance or charge quantity is different from the purchase order or invoice quantity. SAC10 and SAC11 used together indicate a quantity range, which could be a dollar amount, that is applicable to service, promotion, allowance, or charge. 5 SAC13 is used in conjunction with SAC02 or SAC04 to provide a specific reference number as identified by the code used. 6 SAC14 is used in conjunction with SAC13 to identify an option when there is more than one option of the promotion. 7 SAC16 is used to identify the language being used in SAC15.
Comments:	<ol style="list-style-type: none"> 1 SAC04 may be used to uniquely identify the service, promotion, allowance, or charge. In addition, it may be used in conjunction to further the code in SAC02. 2 In some business applications, it is necessary to advise the trading partner of the actual dollar amount that a particular allowance, charge, or promotion was based on to reduce ambiguity. This amount is commonly referred to as "Dollar Basis Amount". It is represented in the SAC segment in SAC10 using the qualifier "DO" - Dollars in SAC09.
Notes:	<i>Use this SAC/240 segment in the Order loop to identify total charges that are not being invoiced as a line item. These amounts are included in the TDS/180 segment.</i>

Data Element Summary

Ref.	Data		
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	SAC01	248 Allowance or Charge Indicator	M ID 1/1
		Code which indicates an allowance or charge for the service specified	
		C Charge	

Must Use	SAC02	1300	Service, Promotion, Allowance, or Charge Code X ID 4/4 Code identifying the service, promotion, allowance, or charge I260 Transportation Direct Billing <i>Use to indicate a transportation charge when not applicable to a specific line item.</i>
Not Used	SAC03	559	Agency Qualifier Code X ID 2/2 Code identifying the agency assigning the code values
Not Used	SAC04	1301	Agency Service, Promotion, Allowance, or Charge Code X AN 1/10 Agency maintained code identifying the service, promotion, allowance, or charge
	SAC05	610	Amount O N2 1/15 Monetary amount <i>Use to identify the amount of the charge.</i>
Not Used	SAC06	378	Allowance/Charge Percent Qualifier X ID 1/1 Code indicating on what basis allowance or charge percent is calculated
Not Used	SAC07	332	Percent X R 1/6 Percent expressed as a percent
Not Used	SAC08	118	Rate O R 1/9 Rate expressed in the standard monetary denomination for the currency specified
Not Used	SAC09	355	Unit or Basis for Measurement Code X ID 2/2 Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken
Not Used	SAC10	380	Quantity X R 1/15 Numeric value of quantity
Not Used	SAC11	380	Quantity O R 1/15 Numeric value of quantity
Not Used	SAC12	331	Allowance or Charge Method of Handling Code O ID 2/2 Code indicating method of handling for an allowance or charge
Not Used	SAC13	127	Reference Identification X AN 1/30 Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier
Not Used	SAC14	770	Option Number O AN 1/20 A unique number identifying available promotion or allowance options when more than one is offered
Not Used	SAC15	352	Description X AN 1/80 A free-form description to clarify the related data elements and their content
Not Used	SAC16	819	Language Code O ID 2/3 Code designating the language used in text, from a standard code list maintained by the International Standards Organization (ISO 639)

Segment:	IT1 Baseline Item Data (Invoice)
Position:	370
Loop:	BS5 Optional
Level:	
Usage:	Optional
Max Use:	1
Purpose:	To specify the basic and most frequently used line item data for the invoice and related transactions
Syntax Notes:	<ol style="list-style-type: none"> 1 If any of IT102 IT103 or IT104 is present, then all are required. 2 If either IT106 or IT107 is present, then the other is required. 3 If either IT108 or IT109 is present, then the other is required. 4 If either IT110 or IT111 is present, then the other is required. 5 If either IT112 or IT113 is present, then the other is required. 6 If either IT114 or IT115 is present, then the other is required. 7 If either IT116 or IT117 is present, then the other is required. 8 If either IT118 or IT119 is present, then the other is required. 9 If either IT120 or IT121 is present, then the other is required. 10 If either IT122 or IT123 is present, then the other is required. 11 If either IT124 or IT125 is present, then the other is required.
Semantic Notes:	1 IT101 is the purchase order line item identification.
Comments:	<ol style="list-style-type: none"> 1 Element 235/234 combinations should be interpreted to include products and/or services. See the Data Dictionary for a complete list of IDs. 2 IT106 through IT125 provide for ten different product/service IDs for each item. For example: Case, Color, Drawing No., U.P.C. No., ISBN No., Model No., or SKU.
Notes:	<i>Use multiple iterations of this IT1/370 loop to provide invoice data for a specific line item. Allowances or charges applicable at the Order level are included in the SAC/240 loop.</i>

Data Element Summary

Ref.	Data	Attributes
<u>Des.</u>	<u>Element</u> <u>Name</u>	
IT101	350 Assigned Identification	O AN 1/20
	Alphanumeric characters assigned for differentiation within a transaction set	
	<i>Use to identify the line item in accordance with the format prescribed in the Defense Federal Acquisition Regulation Supplement uniform line item numbering policy.</i>	
IT102	358 Quantity Invoiced	X R 1/10
	Number of units invoiced (supplier units)	
	<i>Use to identify the quantity invoiced and shipped.</i>	
IT103	355 Unit or Basis for Measurement Code	X ID 2/2
	Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	
	<i>1. Use to identify the unit of issue for the quantity listed in IT102.</i>	

2. Use any appropriate code, but it must be the same unit of measure as cited in the applicable award instrument.

Refer to 004010 Data Element Dictionary for acceptable code values.

	IT104	212	Unit Price	X R 1/17
			Price per unit of product, service, commodity, etc.	
			<i>Cite the contract or order unit price. In those cases where the line item was obtained without charge, cite the number "0".</i>	
Not Used	IT105	639	Basis of Unit Price Code	O ID 2/2
			Code identifying the type of unit price for an item	
	IT106	235	Product/Service ID Qualifier	X ID 2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)	
			<i>Use only codes that were contained in the contract or order. The description should be kept to a minimum essential to identify the item for shipment and invoice purposes. Any code may be used but the listed code is preferred in IT106.</i>	
			SW	Stock Number
			<i>Use to indicate a local stock number</i>	
	IT107	234	Product/Service ID	X AN 1/48
			Identifying number for a product or service	
	IT108	235	Product/Service ID Qualifier	X ID 2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)	
			Refer to 004010 Data Element Dictionary for acceptable code values.	
	IT109	234	Product/Service ID	X AN 1/48
			Identifying number for a product or service	
Not Used	IT110	235	Product/Service ID Qualifier	X ID 2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)	
Not Used	IT111	234	Product/Service ID	X AN 1/48
			Identifying number for a product or service	
Not Used	IT112	235	Product/Service ID Qualifier	X ID 2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)	
Not Used	IT113	234	Product/Service ID	X AN 1/48
			Identifying number for a product or service	
Not Used	IT114	235	Product/Service ID Qualifier	X ID 2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)	
Not Used	IT115	234	Product/Service ID	X AN 1/48
			Identifying number for a product or service	

Not Used	IT116	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234)	X	ID 2/2
Not Used	IT117	234	Product/Service ID Identifying number for a product or service	X	AN 1/48
Not Used	IT118	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234)	X	ID 2/2
Not Used	IT119	234	Product/Service ID Identifying number for a product or service	X	AN 1/48
Not Used	IT120	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234)	X	ID 2/2
Not Used	IT121	234	Product/Service ID Identifying number for a product or service	X	AN 1/48
Not Used	IT122	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234)	X	ID 2/2
Not Used	IT123	234	Product/Service ID Identifying number for a product or service	X	AN 1/48
Not Used	IT124	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234)	X	ID 2/2
Not Used	IT125	234	Product/Service ID Identifying number for a product or service	X	AN 1/48

Segment: **SE** Transaction Set Trailer
Position: 510
Loop:
Level:
Usage: Mandatory
Max Use: 1
Purpose: To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments)
Syntax Notes:
Semantic Notes:
Comments: 1 SE is the last segment of each transaction set.

Data Element Summary

	Ref.	Data		
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	SE01	96	Number of Included Segments	M N0 1/10
			Total number of segments included in a transaction set including ST and SE segments	
Must Use	SE02	329	Transaction Set Control Number	M AN 4/9
			Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set	
			<i>Cite the same number that is contained in ST02.</i>	